



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Contract Administrator 2 [Classified Competitive]			Salary P26 \$ 64,677.09- \$92,011.89
Posting Number 40-16	Position Number 943630	Number of Positions 1	Posting Period * From: February 17, 2016 To: March 2, 2016
Location: Health and Agriculture Building - 7th Floor 369 South Warren Street, Trenton NJ 08625			Scope of Eligibility/Open to: All Departments/State Employees
GENERAL DESCRIPTION			
<p>Review and approve of all Department grant award documents, including related fiscal documents. Grant documents are evaluated to ensure compliance with Federal Cost Principles, Treasury Circulars, and the Department's grant policy manual. Noncompliant award packets are generally returned to divisions for corrective action. As a team leader, oversees and coordinates the grant reviewer's work. Gathers information from Federal and Treasury sources to develop and maintain our grant policy manual and the Terms and Conditions that assure compliance with all related law. Promotes standardization, accountability, improved cost efficiencies, identifies weakness in the grant system, and takes corrective action by updating the policy or our grant software. Collects and analyzes grant data for management decision making and generates reports on a monthly and as needed basis from the grant system (System for Administering Grants Electronically), and the accounting system. Prepares and provides training and technical assistance on the grant process and system.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree. EXPERIENCE: Three (3) years of experience involving contract/grant work, project financing, construction management, fiscal administration, social services administration, and/or budget and management operations of a government or business entity, at least one (1) year of which shall have involved responsibility for some aspect of contract/grant administration. NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis. NOTE: A Master's degree from an accredited college or university in Accounting, Finance, Business Administration, Public Health, Public or Hospital Administration or Social Work (with concentrations in Health, Administration, or Social Policy) may be substituted for one (1) year of the basic experience. (There is no substitution for the one (1) years of experience involving responsibility for some aspect of contract/grant work.) LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>			
FILING INSTRUCTIONS			
Forward your cover letter, resume and application for employment** to: Jill Velez, Executive Assistant 3 Management and Administration Reference Posting #40-16 New Jersey Department of Health PO Box 369 Trenton, NJ 08625-0360		You can reply to this posting by emailing your cover letter, resume and application for employment to: PSTMA@doh.state.nj.us * Resumes received after the closing date MAY be considered if the position is not filled. ** NOTE: You can access the State of New Jersey Application for Employment at: www.nj.gov/health/forms/dpf-663.pdf	

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**